

Syllabus

PLATO Course Entrepreneurship, Semester B

Course Overview

This one-semester course is intended to help you understand the concept of accounting and its role in business, different firm ownership structures, importance of business ethics, and the scope and importance of quality management. The course has 17 lessons organized into 4 units. Each unit has a Unit Activity and each lesson contains one or more Lesson Activities.

This course will cover the different types of capital that a business needs at different stages, nature of legally binding contracts, different functions of the human resources division of a company, and the types of risks that entrepreneurs have to face.

You will submit the Unit Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with given sample responses. The Unit Activities, Course Activities (submitted to the teacher), and Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Discuss various sources and types of capital and their representation.
- Examine the importance of the accounting function to a firm and discuss how various accounting statements, ratios, and controls can help monitor a firm's health.
- Study the relevance of personal finance to the entrepreneur.
- Analyze how liabilities and taxation vary across enterprise structures.
- Explore how legislation affects contracts, intellectual property, and marketing promotion, and examine the scope of laws that apply to marketing activities and environmental protection.
- Study legislation and norms that shape workplace policy and ethical behavior.
- Explain how human resources functions can help a small enterprise grow and flourish.

- Analyze the importance of ethical behavior and confidentiality rules and norms within a firm.
- Discuss the soft skills that can help entrepreneurs earn respect within their firms and study various essential technical skills that an entrepreneur must possess in order to succeed.
- Analyze the steps in creating a roadmap and structure for a firm.
- Explore the impact of global trade and the opportunities it presents.
- Study the importance of quality management in a growing firm.
- Explore various metrics and procedures that are used to reduce risks and track enterprise performance.
- Examine the requirements for a comprehensive business plan.

Prerequisite Skills

Entrepreneurship Semester B has the following prerequisites:

- basic math knowledge
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines
- basic computer skills
- ability to structure and process information

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

Entrepreneurship Semester B is a 0.5-credit course.

Course Materials

- notebook
- computer with an internet connection and speakers or headphones

- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Money

Summary

In this unit, you will learn about the different types of capital that a business needs at different stages. In addition, you will explore the concept of accounting and its role in business. You will also learn about the different key statements used in personal finance and ways to use them.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
4 days: 2–5	Sources of Capital <i>Describe various sources and types of capital and their representation.</i>	Lesson
4 days: 6–9	Financial Accounting Fundamentals <i>Explain the importance of the accounting function to a firm.</i>	Lesson
4 days: 10–13	Cash, Budgeting, and Controls <i>Discuss how various accounting statements, ratios, and controls can help monitor a firm's health.</i>	Lesson
3 days: 14–16	Personal Finance <i>Explain the relevance of personal finance to the entrepreneur.</i>	Lesson
1 day: 17	Space Jumble	Game
3 days: 18–20	Unit Activity/Threaded Discussion—Unit 1	Activity
1 day: 21	Post-test—Unit 1	Assessment

Unit 2: Business Law and Taxation

Summary

In this unit, you will learn about different firm ownership structures and study various types of taxes levied on businesses. You will also discuss the nature of legally binding contracts. In addition, you will study regulations related to the sales and promotion of products and services. You will learn about environmental legislation and the economic benefits of being environmentally friendly. You will also explore employee safety regulations and laws.

Day	Activity/Objective	Type
4 days 22–25	Firm Ownership and Taxation <i>Explain how liabilities and taxation vary across enterprise structures.</i>	Lesson
4 days 26–29	Contract and Intellectual Property Law <i>Discuss how legislation affects contracts, intellectual property, and marketing promotion.</i>	Lesson
4 days 30–33	Marketing and Environmental Law <i>Discuss the scope of laws that apply to marketing activities and environmental protection.</i>	Lesson
4 days 34–37	Workplace Legislation and Workplace Policy <i>Explain legislation and norms that shape workplace policy and ethical behavior.</i>	Lesson
1 day 38	Para Jumble	Game
3 days 39–41	Unit Activity/Threaded Discussion—Unit 2	Activity
1 day 42	Post-test—Unit 2	Assessment

Unit 3: Equipping the Team

Summary

In this unit, you will learn about different functions of the human resources division of a company. In addition, you will explore the importance of business ethics. You will learn how to make a good impression on others and discuss about negotiation skills. You will also identify technology skills that an entrepreneur must possess to succeed in business.

Day	Activity/Objective	Type
4 days 43–46	HR Functions <i>Describe how human resources functions can help a small enterprise grow and flourish.</i>	Lesson
4 days 47–50	Ethics and Confidentiality <i>Describe the importance of ethical behavior and confidentiality rules and norms within the firm.</i>	Lesson
4 days 51–54	What Soft Skills Do I Need? <i>Describe soft skills that will help entrepreneurs earn respect within their firms.</i>	Lesson
4 days 55–58	Technical Skills <i>Identify and discuss the various essential technical skills that an entrepreneur must possess in order to succeed.</i>	Lesson
1 day 59	Thwack-A-Mole	Game
3 days 60–62	Unit Activity/Threaded Discussion—Unit 3	Activity
1 day 63	Post-test—Unit 3	Assessment

Unit 4: Putting It All Together

Summary

In this unit, you will analyze the basic requirements to start a business. You will also examine the factors that affect global trade. You will learn about the scope and importance of quality management. In addition, you will identify the types of risks that entrepreneurs have to face. You will also learn about the main components of a business plan and understand the short-term and medium-term financial needs of a firm.

Day	Activity/Objective	Type
4 days 64–67	Setting Up the Firm <i>Outline steps in creating a roadmap and structure for a firm.</i>	Lesson
4 days 68–71	The Global Firm <i>Discuss the impact of global trade and the opportunities it presents.</i>	Lesson
4 days 72–75	Managing Quality <i>Discuss the importance of quality management in a growing firm.</i>	Lesson
4 days 76–79	Evaluating Risk and Performance <i>Explain various metrics and procedures that are used to reduce risks and track enterprise performance.</i>	Lesson
4 days 80–83	Finalizing the Business Plan <i>List and explain requirements for a comprehensive business plan.</i>	Lesson
1 day 84	Space Jumble	Game
3 days 85–87	Unit Activity/Threaded Discussion—Unit 4	Activity
1 day 88	Post-test—Unit 4	Assessment
1 day 89	Semester Review	
1 day 90	End-of-Semester Test	Assessment